First things first…

In this tutorial, use the arrows at the top right corner of the screen to advance to the next screen or to go back to the previous screen. Follow the instructions on each screen. Whenever you are ready to continue, mouse click once or use the forward arrow button.

Click on the forward arrow button now to continue.

Learn everything you need to know about…

FASCLASS

WEST Region

Wₑ Eₓcₑₗ ᵢₙ Sₑᵣᵥᵢ𝒸ₑ 𝓉ₕᵣₒᵤ𝑔ₕ Tₑₐₘwₒᵣₖ

FASCLASS

FULLY AUTOMATED SYSTEM FOR CLASSIFICATION

WHAT IS IT?
An automated Position Classification Records system which automates position descriptions and organizational information.

Please Note…

To use FASCLASS you must have an internet browser, version 4.0 or newer (i.e., Microsoft Internet Explorer 4.0, or Netscape Navigator 4.0).

With older versions you will not be able to view position descriptions

To check the version of your internet browser…

You will see a window telling what browser you have.

How to Access FASCLASS

Click on
FASCLASS

FASCLASS Features

You are now in FASCLASS.

To use FASCLASS, click on the **Search** menu.

Click Here

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address http://www.cpoc.army.mil/PositionClassification/fasclass/default.asp Links

| Home | Classifiers Only | Search | CPOC Homepage | CPOL Homepage | Help |

Welcome To FASCLASS-I

Your on-line source for organization and position information.

FASCLASS-I is an Army effort to provide a standardized source of classification information to the desktop of our customers. It will speed processing of actions and be accessible to managers and employees. This web site provides access to active position descriptions and organizational information that may be useful for a variety of purposes. Information provided pertains only to your region and may be accessed by using a variety of search methods.

What is FASCLASS-I? FASCLASS-I combines position description and organizational data to bring several products on-line, products that until now were usually available only in the personnel office.

What position descriptions will you find here? Currently, FASCLASS-I gives you access to position descriptions from organizations serviced by your CPOC.

Special thanks are offered to the people at N.C. CPOC for taking the first step toward providing their customers with an automated classification system possessing many of the functional characteristics of FASCLASS-I.

8/25/99   **FASCLASS-I - Created for the US Army by W R Systems. Ltd.**
If you have any suggestions, please E-Mail us with your comments.

Internet zone

Start | Verses for Tod... | Inbox - Micros... | Microsoft Pow... | logo.ppt - Mes... | West CPOC - ... | FASCLASS ... | 11:48 AM

FASCLASS Features

You can look at all position descriptions in any one organization.

Click on **by Organization**

FASCLASS Features

To look at the position descriptions in an

organization, enter the organization name in the **Search for Text** field (as shown) and click on **Search**.

NOTE: The organization name should be entered as it appears on an SF-50.

FASCLASS Features

You will get a list of all the organizations with information that matches your request.

Find your organization and click on **Show Positions** directly below it.

FASCLASS - Microsoft Internet Explorer

File   Edit   View   Go   Favorites   Help

Back   Forward   Stop   Refresh   Home   Search   Favorites   History   Channels   Fullscreen   Mail   Print

Address http://www.cpoc.army.mil/fasclass/OrgSearchResult.asp   Links

| Home | Classifiers Only | Search | CPOC Homepage | CPOL Homepage | Help |

Organization Search Results

Return to Organization Search

ASST SEC OF THE ARMY FOR MANPOWER
AND RESERVE AFFAIRS
WEST CIVILIAN PERSONNEL OPNS CNTR
CLASSIFICATION DIVISION
FORT HUACHUCA, AZ 85613 AF
EJSBW1J407AF
Show Positions

Try it!!

8/25/99   If you have any suggestions, please E-Mail us with your comments.
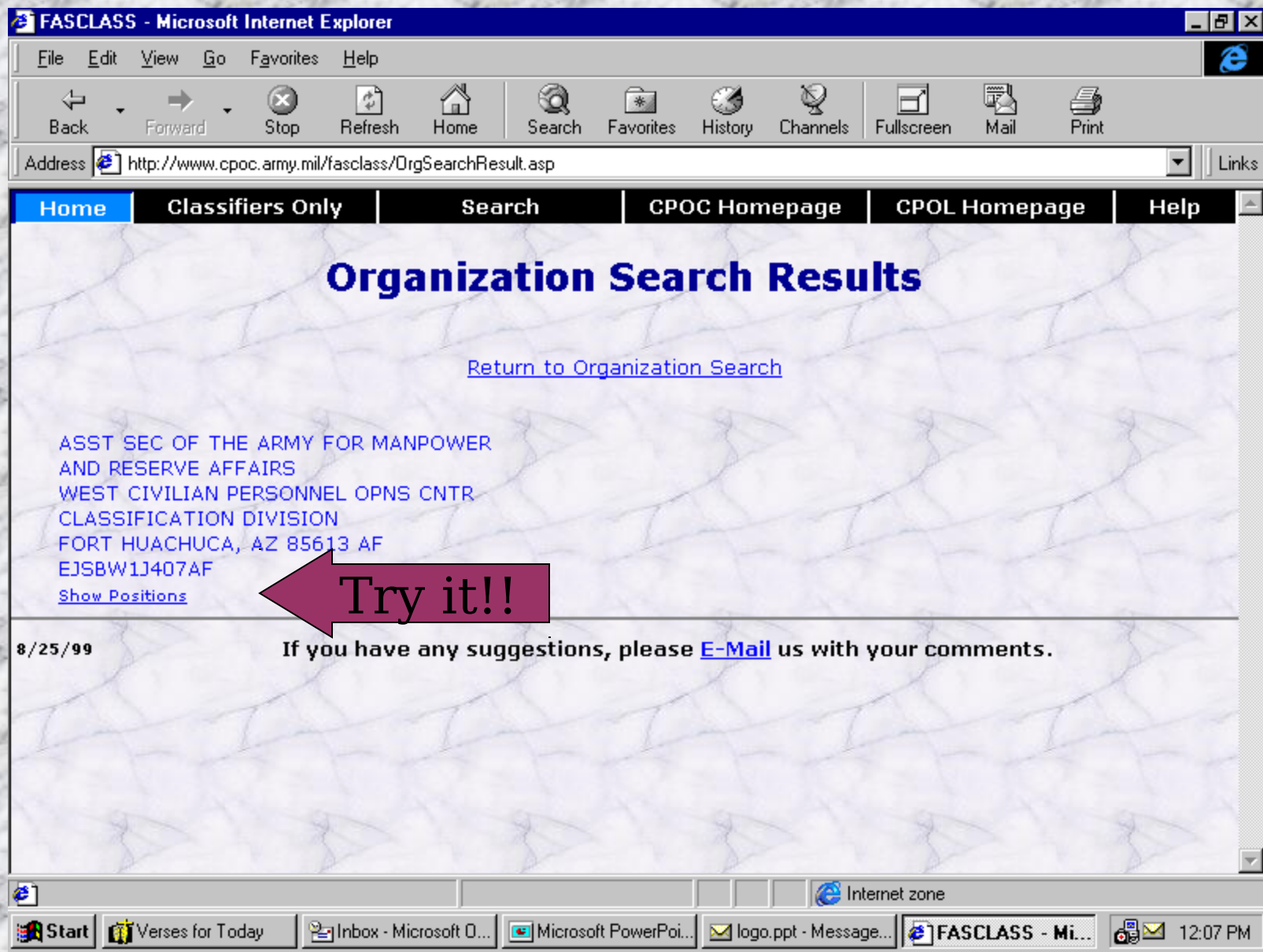
Internet zone

Start   Verses for Today   Inbox - Microsoft O...   Microsoft PowerPoi...   logo.ppt - Message...   FASCLASS - Mi...   12:07 PM

FASCLASS Features

The system may take some time retrieving information.

Your screen should look like this when retrieval is complete.

FASCLASS Features

To see all the records, you may have to scroll down.

The records with no employee name are unencumbered position records in the personnel database.

FASCLASS Features

You can sort your records by clicking on one of the arrows next to one of the column headers (the up arrow for ascending and the down arrow for descending.)

FASCLASS Features

If a PERSACTION SF52 is pending for a record (i.e. fill/recruit, promotion), the PERSACTION tracking number will appear in the employee column for that record.

FASCLASS Features

To look at a position description, click on the position description number.

FASCLASS Features

This is what the position description looks like. To see the duties, you will have to scroll down when you are in FASCLASS.

FASCLASS Features

To make any edits to a position description, make a copy.

In FASCLASS, Click on the **Edit** menu and select **Select All**.
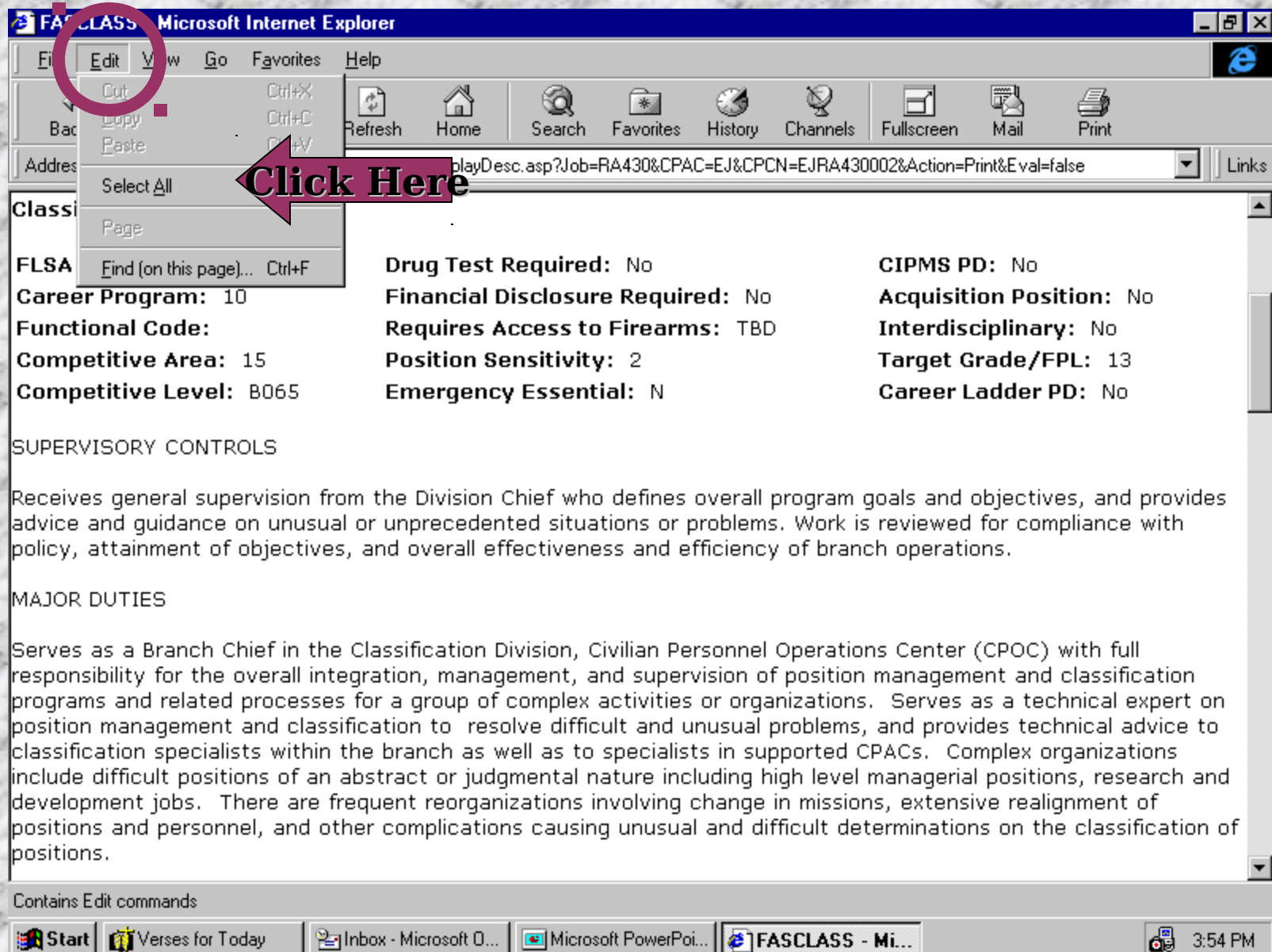
FASCLASS Features

This will highlight the entire position description.

FASCLASS - Microsoft Internet Explorer

File   Edit   View   Go   Favorites   Help

Back   Forward   Stop   Refresh   Home   Search   Favorites   History   Channels   Fullscreen   Mail   Print

Address http://www.cpoc.army.mil/fasclass/conDisplayDesc.asp?Job=RA430&CPAC=EJ&CPCN=EJRA430002&Action=Print&Eval=false   Links

Classification Date: 12/27/95

FLSA: Exempt   **Drug Test Required:** No   **CIPMS PD:** No
Career Program: 10   **Financial Disclosure Required:** No   **Acquisition Position:** No
Functional Code: **Requires Access to Firearms:** TBD   **Interdisciplinary:** No
Competitive Area: 15   **Position Sensitivity:** 2   **Target Grade/FPL:** 13
Competitive Level: B065   **Emergency Essential:** N   **Career Ladder PD:** No

SUPERVISORY CONTROLS

Receives general supervision from the Division Chief who defines overall program goals and objectives, and provides advice and guidance on unusual or unprecedented situations or problems. Work is reviewed for compliance with policy, attainment of objectives, and overall effectiveness and efficiency of branch operations.

MAJOR DUTIES

Serves as a Branch Chief in the Classification Division, Civilian Personnel Operations Center (CPOC) with full responsibility for the overall integration, management, and supervision of position management and classification programs and related processes for a group of complex activities or organizations. Serves as a technical expert on position management and classification to resolve difficult and unusual problems, and provides technical advice to classification specialists within the branch as well as to specialists in supported CPACs. Complex organizations include difficult positions of an abstract or judgmental nature including high level managerial positions, research and development jobs. There are frequent reorganizations involving change in missions, extensive realignment of positions and personnel, and other complications causing unusual and difficult determinations on the classification of positions.

Internet zone

Start   Verses for Today   Inbox - Microsoft O...   Microsoft PowerPoi...   FASCLASS - Mi...   4:00 PM
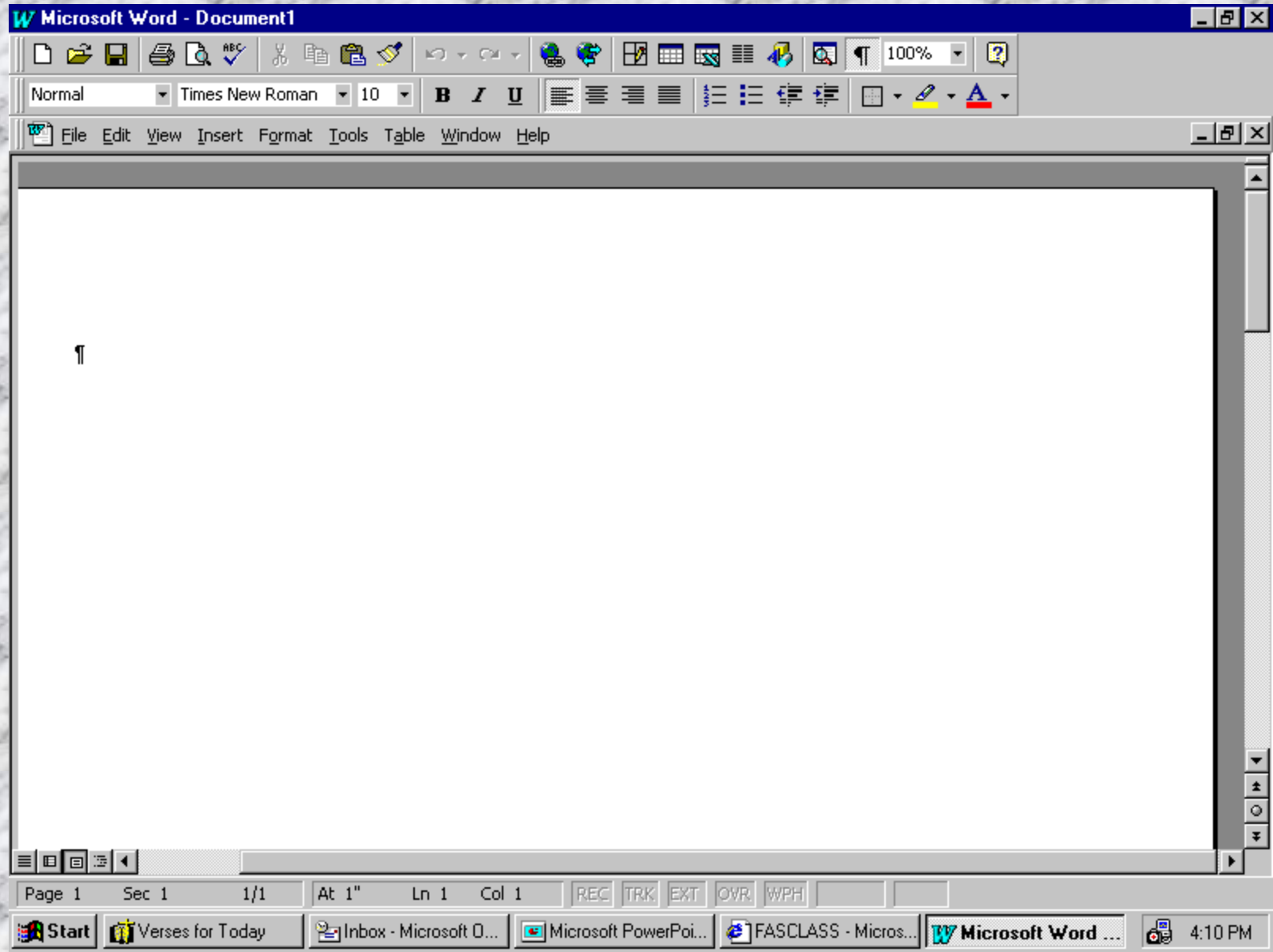
FASCLASS Features

Click on the **Edit** menu again and select **Copy**

Open your word processing program (e.g., MS Word), or click the windows "Start" button and select Programs. Then, select MS Word
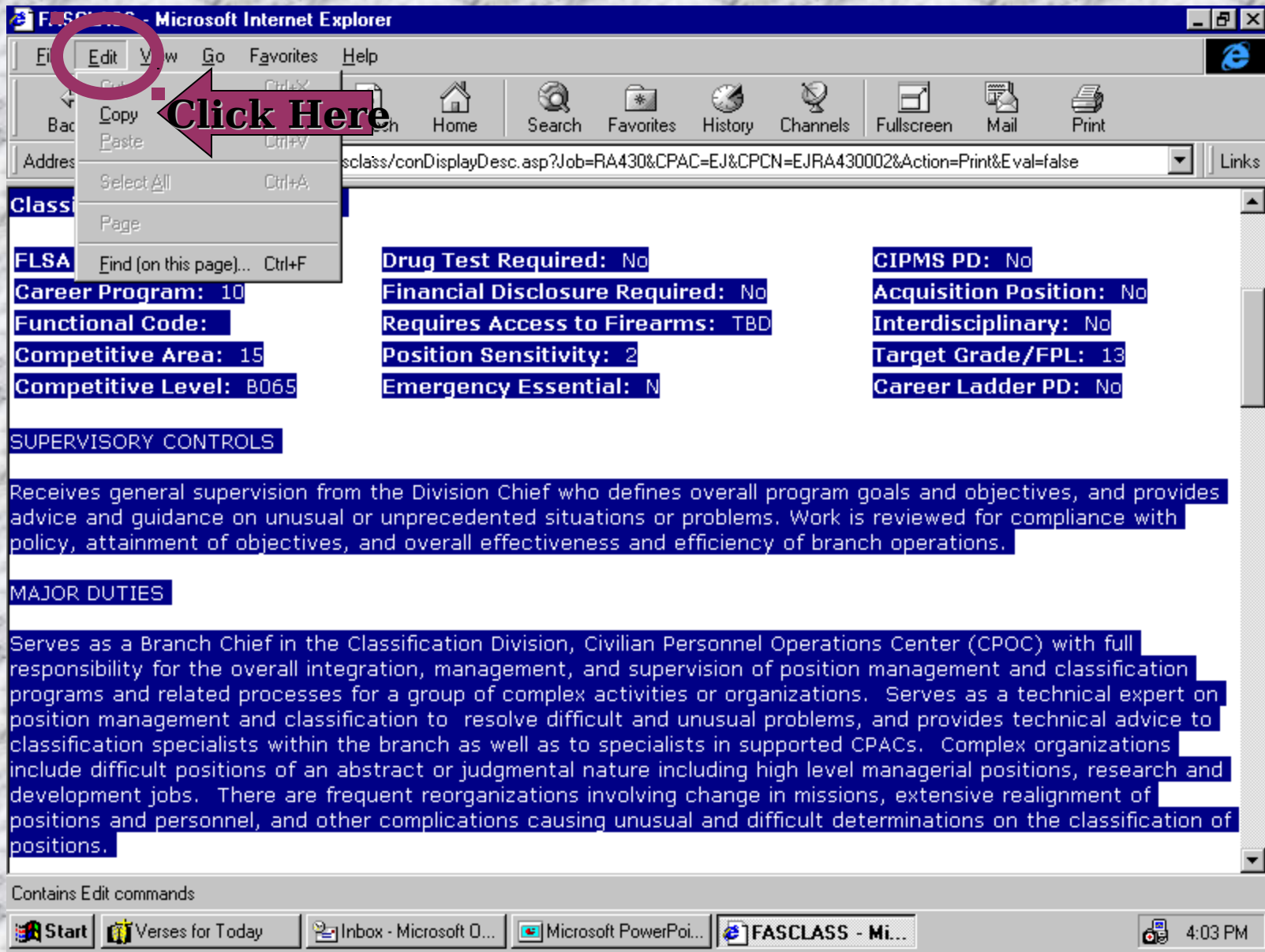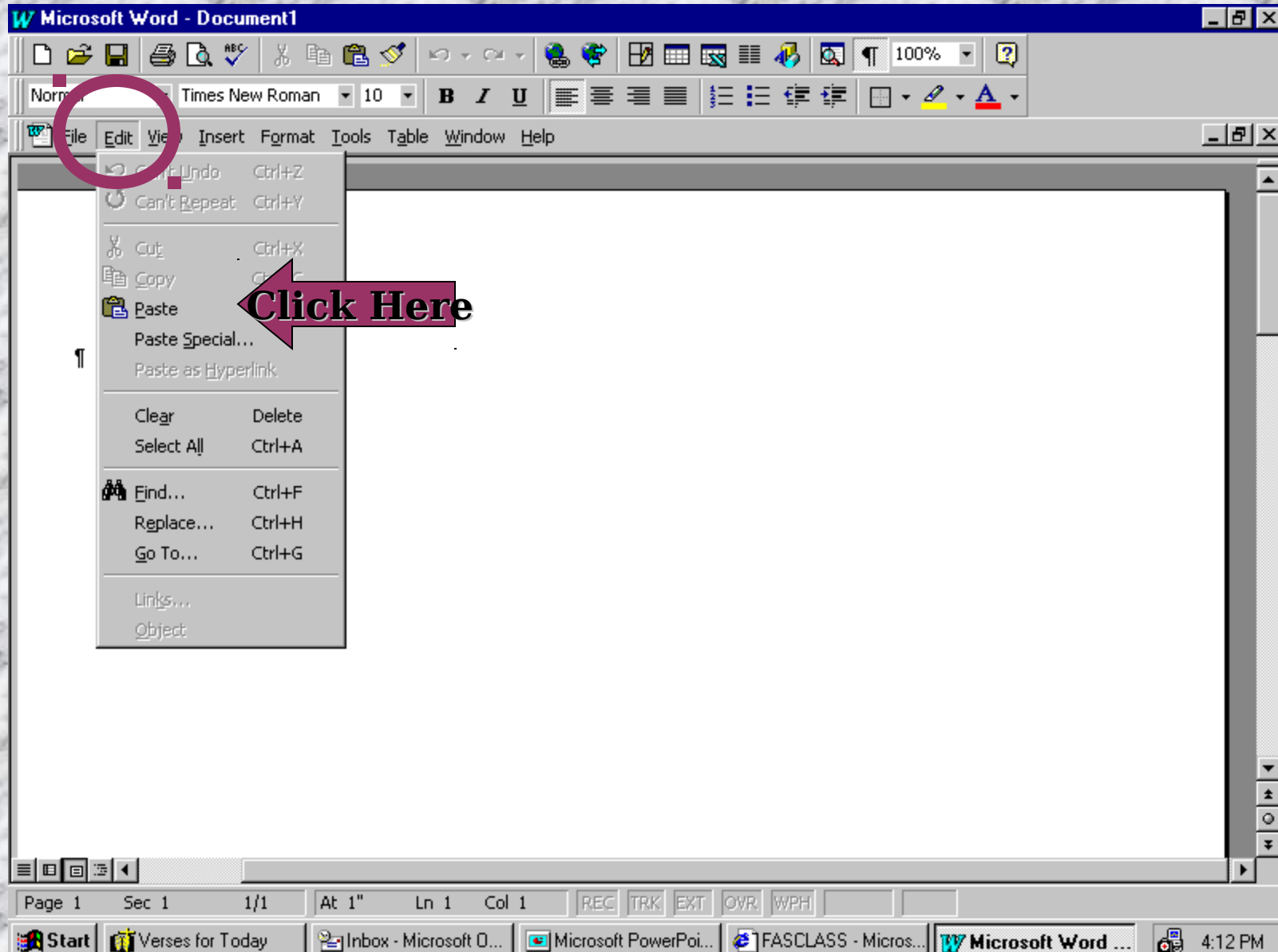
FASCLASS Features

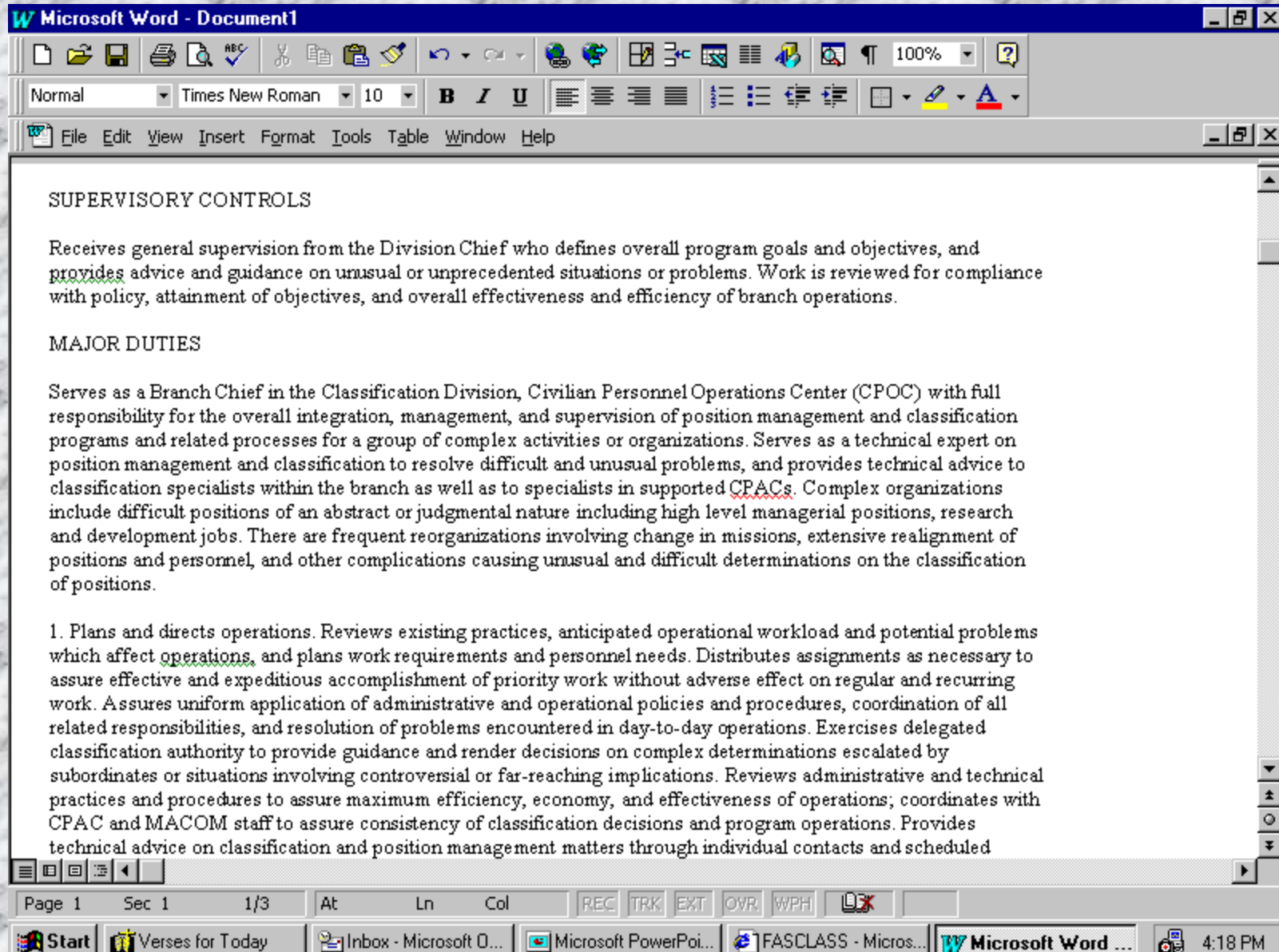Your word processing program (e.g., MS Word) is now open.

FASCLASS Features

In your word processing program (e.g., MS Word), click on the **Edit** menu and select **Paste**.

FASCLASS Features

Now you can make changes or use it to help create a new position description.

FASCLASS Features

In FASCLASS, to go back to the previous screen, click on the Back arrow/button.

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address http://www.cpoc.army.mil/fasclass/conDisplayDesc.asp?Job=RA430&CPAC=EJ&CPCN=EJRA430002&Action=Print&Eval=false   Links

Position Description

PD#: EJRA430   **Replaces PD#:**

Shred: 002   SUPERVISORY POSITION CLASSIFI SPEC
                                    GS-0221-13

Installation: **Major Command:** SB

         ASST SEC OF THE ARMY FOR MANPOWER   **Region:** West
         AND RESERVE AFFAIRS
         WEST CIVILIAN PERSONNEL OPNS CNTR

Citation 1: OPM PCS Position Class Series, GS-221, Jun 66
Citation 2: OPM General Schedule Supervisory Guide, Apr 98

Classified By: EDITH SORRELL
Classification Date: 12/27/95

FLSA: Exempt   **Drug Test Required:** No   **CIPMS PD:** No
Career Program: 10   **Financial Disclosure Required:** No   **Acquisition Position:** No
Functional Code: **Requires Access to Firearms:** TBD   **Interdisciplinary:** No
Competitive Area: 15 **Position Sensitivity:** 2   **Target Grade/FPL:** 13
Competitive Level: B065   **Emergency Essential:** N   **Career Ladder PD:** No

SUPERVISORY CONTROLS

Internet zone

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FASCLASS Features

Another type of search is the Position Data search.

Click on "Search"

FASCLASS Features

Click on **By Position Data.**

FASCLASS Features

On this screen, you may enter your search criteria.

To use a field with a down arrow, you must select from the given drop list.

In the example shown, a title, pay plan, series and grade have been entered for

FASCLASS Features

After all desired search data has been entered, scroll down and click **Search**.

FASCLASS Features

A list of all position descriptions that meet your criteria will appear. The search results shown are for

GS-0203-07 Classification Assistant

FASCLASS Features

To look at the position description (PD), click on the position number.

FASCLASS Feature

Here is the position description (PD) you have selected.

FASCLASS Features

The "By PD/Shred#" search is another search that can be done in FASCLASS.

Click **Search** and select **By PD/Shred #**
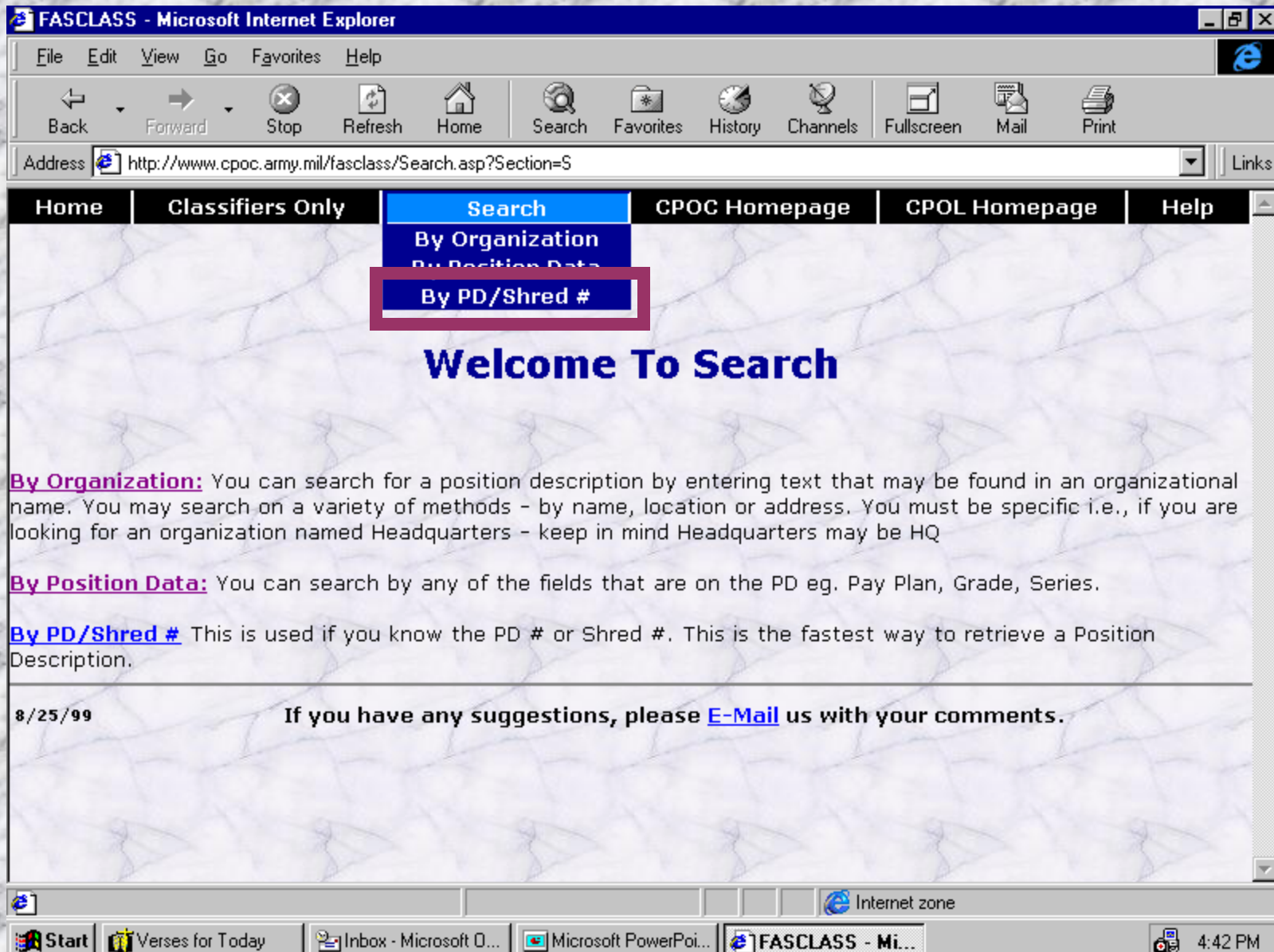
FASCLASS Features

You will have to select the installation and enter the PD number. If you want to see all the shreds and the org codes, place a check by **Check to Show ALL Shreds for PD**, otherwise, you will see just the PD.

Click "**Submit**"

FASCLASS - Microsoft Internet Explorer

File   Edit   View   Go   Favorites   Help

Back   Forward   Stop   Refresh   Home   Search   Favorites   History   Channels   Fullscreen   Mail   Print

Address http://www.cpoc.army.mil/fasclass/frmShred.asp?Section=SD   Links

Home   Classifiers Only   **Search**   CPOC Homepage   CPOL Homepage   Help

Shred Number Search

In order to view a Position Description using this feature; simply enter the CPAC and Position Description Number and Shred Number below.

CPAC (CPO ID):	EJ,FORT HUACHUCA
Position Description Number (5 characters)	ra440
Shred – 3 characters: (Optional)	
Check to Show **ALL** Shreds for PD	☑
Show Evaluation:	☐

Submit

8/25/99   If you have any suggestions, please E-Mail us with your comments.

Internet zone

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FASCLASS Features

This screen may take a while to come up.

If you selected **Check to Show ALL Shreds for PD**, you should find a list like this...

FASCLASS Features

For each position, you will see an organization code. They may all be the same or different.

Click on the encircled ORG Code.

FASCLASS Features

When you click on the ORG code, a list of all the positions in that organization will come up.

You may click on the PD# (job number) to look at any of these PDs.

We won't look now... you've already seen a PD.

FASCLASS Features

If you don't want to look at the ORG positions, you can click on the shred to see the position information **unique to that shred** and the position description.

FASCLASS Features

Here, you can see the position information unique to that shred and the position description.

FASCLASS - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print

Address http://www.cpoc.army.mil/fasclass/conDisplayDesc.asp?Job=RA440&CPAC=EJ&CPCN=EJRA440001&Action=Print

Position Description

PD#: EJRA440   Replaces PD#:

Shred: 001   POSITION CLASSIFICATION SPECIALIST
                                GS-0221-12

Installation: Major Command: SB
            ASST SEC OF THE ARMY FOR MANPOWER   Region: West
            AND RESERVE AFFAIRS
            WEST CIVILIAN PERSONNEL OPNS CNTR

Citation 1: OPM PCS Position Class Series, GS-221, Jun 66
Citation 2: OPM PCS Personnel Mgmt Series, GS-201 Jun 76

Classified By: Edith Sorrell
Classification Date: 12/27/95

FLSA: Exempt   Drug Test Required: No   CIPMS PD: No
Career Program: 10   Financial Disclosure Required: No Acquisition Position: No
Functional Code: Requires Access to Firearms: TBD Interdisciplinary: No
Competitive Area: 15   Position Sensitivity: 2   Target Grade/FPL: 12
Competitive Level: B066   Emergency Essential: N   Career Ladder PD:

SUPERVISORY CONTROLS

Internet zone

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FASCLASS

Those are all the major features of FASCLASS.

Now you are a FASCLASS expert.

Please take the time to look at FASCLASS on the West CPOC homepage or other region's homepage. We hope that this tool will be helpful to you.